

POLICE DETENTION OFFICER

DISTINGUISHING FEATURES

The fundamental reason the Police Detention Officer positions exists is perform duties associated with the operation of a jail, the booking and processing of arrested persons, and the welfare and security of prisoners. Work is performed under general direction from the Police Detention Supervisor.

ESSENTIAL FUNCTIONS:

Processes prisoners into the City's police detention facilities. Takes mug shots, fingerprints, and searches prisoners. Secures and inventories prisoners personal property. Grants and logs prisoner's phone calls. Observes prisoners and logs security checks of prisoners being detained in cells. Completes booking sheets and records entries into the detailed booking logs; operates computer to obtain booking number.

Restrains combative, suicidal, argumentative or mentally disturbed prisoners. Determines if prisoners are ill or injured and obtains medical attention as necessary. Prepares and feeds meals to prisoners. Inspects jail cells for contraband and damages. Maintains jail facilities and equipment. Complies with related departmental and state statutes and laws.

Administers intoxilyzer test to suspects requiring skillful, controlled manipulations. Maintains detailed records and logs and completes forms. Occasionally provides court testimony on intoxilyzer test administered. Obtains major palm prints for investigative officers.

Determines release criteria of prisoners according to established procedures. Determines bond amounts. Assists with City Court appearances. Transports prisoners to and from court, and county jail. Operates a PACE/ACIC/NCIC terminal to retrieve warrant and records information on prisoner; confirms warrants from other jurisdictions.

Assists officers and citizens who need information; copies forms, prepares bond receipts, collects bond money, and reviews court orders and release papers.

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities:

Knowledge of:

AFIS, police detention procedures, and juvenile custodial laws and regulations.
Modern police practices and methods; the operation and services normally provided by police departments; and jailing of male and female prisoners.

Ability to:

Fingerprint prisoners and suspects requiring eye/hand coordination; testify in court.
React quickly and effectively to physical confrontations and emergency situations with prisoners (avg. weight 160 lbs);
Stand and sit for long periods of time.
Communicate verbally and in writing; observe situations and recall details;
Maintain detailed records and logs and prepare written reports.
Perform basic clean up procedures to maintain jail areas.
Operate intoxilyzer equipment requiring skillful, controlled manipulations; work with cleaning fluids.

Operate a computer terminal to retrieve warrant and records information on prisoners
Learn first aid and Cardio Pulmonary Resuscitation procedures
Deal effectively with upset individuals, and when required, to use sufficient physical force to complete the jailing and detention of City prisoners
Recognize unusual medical, physical, or mental conditions of prisoners
Fingerprint and photograph prisoners
Remember details and quickly carry out procedural steps
Deal tactfully and courteously with the public
Obtain a Food Handler's Permit from Maricopa County
Establish and maintain effective working relationships with supervisors and coworkers.

Education & Experience

This position requires a minimum of two years experience as a Police Detention Officer and a high school diploma or G.E.D. Certification from the detention/police officer academy is preferred. Experience with fingerprints and the operation of a police detention facility is critical. . Must be able to type 35 wpm. This position requires a standard AZ driver's license with no major citations in the past 39 months. Attendance and punctuality are essential functions.

FLSA Status: Non-Exempt

HR Ordinance Status: Classified